

CONDITIONS FOR ISSUANCE OF PARKING CARDS

Introduction

A parking card is issued for standing of a road vehicle operated for the purpose of business under a special legal regulation by a legal or natural person that has the seat or a business premises in the delimited area for which the card is issued and for a vehicle operated by a natural person that has the place of permanent residence or is the owner of a real property in the delimited area. A parking card (hereinafter as „PC“) entitles its holder for standing of a single vehicle in the area – zone of standing (hereinafter as „ZS“) for which it was issued, it, however, does not assure the right to a parking place.

1. Parking cards issued to natural persons with a permanent residence in the stated area or owning a real property in the stated area - RESIDENTS

To get the right to PC it is necessary to comply with these conditions (under valid legal regulations):

**1) permanent residence or ownership of real property in the zone of standing (hereinafter as „ZS“),
2) an applicant must have a legal relation to the vehicle for which the card is issued, resulting from s. 23 (1) c), Act N.13/1997 Coll., the Roads Act, as amended, that means:**

- a) the applicant is the owner or operator of a under s. 56/2001 Coll., to regulate conditions of traffic on roads, as amended,
- b) the applicant uses a vehicle on the base of a leasing contract,
- c) the applicant got a vehicle on credit that he repays,
- d) the applicant has a vehicle rented for a long- time term (at least for the period of validity of the issued parking card), from a car rent,
- e) the applicant is an employee of a company and got a vehicle to private using by the employer based on an employment contract or a contract to use a company car for private purposes (the employee’s income from employment includes free using of a company car for private purposes),
- f) the applicant is a member of a body of a legal person (eg. corporate agent or proctor, member of the Supervisory Board, director,shareholder or member, and the like) and uses the vehicle on the base of the resolution of providing a car free of charge to use it for a company and private purposes and the agreement of providing a car free of charge to use it for a company and private purposes, stating obligations arising out of s. 6 (6) Act N. 586/1992 Coll. , as amended, „Income Tax Act“,
- g) the applicant is a foreigner having an employment contract with a foreign branch of a multinational company sent to a Czech branch of a multinational company under an agreement between the branches and has the car provided for using for company and private purposes on the base of the agreement (stating obligations arising out of 6 (6) Act N.586/1992 Coll. as amended, „Income Tax Act“, with a Czech branch, or provided for using for company or private purposes directly by a foreign branch,

3) a price agreed for standing of road vehicle must be paid (see the Price List).

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For issuance of a card it is necessary to submit:

1a) for persons with permanent residence – a certificate of a permanent residence (original):

Czech citizens: a valid ID card with the stated permanent residence in ZS

Foreign citizens, EU citizens living in Czech Republic:

- a valid ID card or a passport and residence permit card or a valid ID card or a passport and a temporary residence permit card.

Foreign citizens, EU citizens living in Czech Republic:

- a valid passport with a valid visa or a passport and residence permit card.

Members of foreign diplomatic missions: a valid ID card or a passport in case of EU citizens, for countries outside EU a passport, then ID card issued by Ministry of Foreign Affairs of CR (for various categories of diplomatic officers and a certificate of an appropriate embassy of a residence of a worker in ZS.

1b) for real properties owners – a copy of an entry in the Land Register (original not older than 6 months)

2) a certificate of a legal relation to the vehicle (original) :

a) the applicant is the owner or operator of the vehicle:

- in case of vehicles registered in the Czech Republic: technical certificate of a road vehicle (TC), where the applicant is stated as the owner of the vehicle, in case it is possible to verify the needed details from the registration certificate (RC – a small technical card of a new type which started to be issued after the Czech Republic entered EU and contains a fact of a permanent residence and a fact whether the owner is identical with the operator of the vehicle), this certificate is sufficient,
- in case the vehicle is registered abroad: TC + translated TC into Czech language (not necessary for a translation from Slovak language), possibly a copy of an entry of basic details from TC, signed by the owner of the vehicle certifying the validity of the stated details.

b) the applicant uses a vehicle on the base of a leasing contract:

- a copy of TC and the original of the registration of certificate (RC), former certificate of a technical card (CTC) and an original of a leasing contract,

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c) the applicant got a vehicle on credit that he repays:

- a copy of TC and the original of the registration of certificate (RC), former certificate of a technical card (CTC) and an original of a leasing contract,

d) the applicant has a vehicle rented for a long- time term (at least for the period of validity of the issued parking card), from a car rent:

- * the original of the registration of certificate (RC), former certificate of a technical card (CTC), a leasing contract and a copy of an entry from the Commercial Register of the car rent, possibly the Trade Licence Certificate if the lender is an authorized natural person,

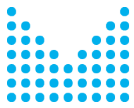
e) a vehicle is given to the employee to his private usage by the employer:

- a filled in form "[Certificate of income from employment activities under s 6 \(6\) Act N.586/1992 Coll., Income Tax Act, as amended](#)" – see the Annex - signed by payroll department and authorized representative of a company, possibly a person authorized to represent an authorized representative (authorization by a power of attorney or a company directive). In the point 4 of this form the payroll department of the employer confirmed that in the last 6 months 1% from the purchase value of the vehicle has been added to the employee´s base of income tax, ie. for the whole time of validity of the previous parking card (PC). In case that PC has not been issued to the applicant so far and the date when a vehicle was given to the employee by the employer for company and private using is not older than one month before the date of filing an application for issuance of PC, in the point 4) of this form there will be given a statement that 1% from the purchase value of a vehicle will be added to the employee´s base of tax income in the first month after the issuance of PC,
- the original or a verified copy of an entry from the Commercial Register of the employer
- the original (in case the vehicle is bought on leasing, a copy of TC and the original of RC/CTC .

PC is always issued for the period of 12 months.

- f) a vehicle is given to a member a legal person´s body for private using (e.g. corporate agent or proctor, member of the Supervisory Board, director,shareholder or member, and the like), who, all of them, do not conclude a labour contract with an employer, but they are appointed and the facti s stated in the copy of an entry of the Commercial Register: a filled in form "[Certificate of income from employment activities under s 6 \(6\) Act N.586/1992 Coll., Income Tax Act, as amended](#)", with modified phrasing (instead of "employee" it is defined a position in a company,

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etc.), signed by a payroll department and authorized representative of the company, possibly by a person authorized to represent the authorized representative (authorization by a power of attorney or a company directive). In the point 4 of this form the payroll department of the employer confirmed that in the last 6 months 1% from the purchase value of the vehicle has been added to the employee's base of income tax, i.e. for the whole time of validity of the previous parking card (PC). In case that PC has not been issued to the applicant so far and the date when a vehicle was given to the employee by the employer for company and private using is not older than one month before the date of filing an application for issuance of PC, in the point 4) of this form there will be given a statement that 1% from the purchase value of a vehicle will be added to the above mentioned person's base of tax income in the first month after the issuance of PC,

- the original or a verified copy of an entry from the Commercial Register of the employer
- the original (in case the vehicle is bought on leasing, a copy of TC and the original of RC/CTC).

PC is always issued for the period of 12 months.

g) a vehicle is given by a Czech branch of a multinational company to a foreigner who has an employment contract with a foreign branch of this company, and is sent to the Czech branch of the multinational company under an agreement between the branches:

- a statement of the Czech branch signed by an authorized representative that it enabled free of charge to the applicant to use a vehicle for company and private purposes for at least the period of the validity of PC (6 months), stating obligations arising out of the s. 6 (6), Act N.586/1992 Coll., Income Tax Act, as amended, where it will be confirmed that in the last 6 months 1% from the purchase value of the vehicle has been added to the applicant's base of income tax, i.e. for the whole time of validity of the previous parking card (in case the foreigner does not return taxes within the territory of the Czech Republic, then the Czech branch proves paying of amounts corresponding with the tax directly by benefit deductions). In case that PC has not been issued to the applicant so far and the date when a vehicle was given to the employee by the employer for company and private using is not older than one month before the date of filing an application for issuance of PC, these amounts are not stated.
- the original or a verified copy of an entry from the Commercial Register of the Czech Republic
- the original (in the case the vehicle is bought on leasing, a copy of TC and the original of RC/CTC).

PC is always issued for the period of 6 months

h) a vehicle is given to a foreigner directly by a foreign employer:

- the applicant submits the employer's statement of giving a vehicle to him to use it also for private purposes and of performance of tax liability, along with a translation into Czech (not necessary

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for a translation from Slovak language), stating a valid identity of the employer signed by an authorized representative.

PC is always issued for the period of 6 months

In case that the applicant can not come to ask for the issuance of PC (a person who complies with the above conditions), he can authorize another person who submits all mentioned documents, the applicant's authorization, a copy of the PC applicant's CD card and proves the identity by the CD card.

I. 2. PRICE OF A PARKING CARD ISSUED TO LEGAL OR NATURAL PERSONS DOING BUSINESS WITH VEHICLES DETERMINED TO BUSINESS – FREQUENT USERS

To get the right to PC it is necessary to comply with these conditions (under valid legal regulations):

- 1) seat or a business premises of a legal or natural person doing business must be in the ZS,**
- 2) a vehicle must be operated for a business purpose under special regulations,**
- 3) the agreed price for standing of a road vehicle must be paid (see the Price List).**

For issuance of a card it is necessary to submit:

- **a copy of an entry from the Commercial Register or a deed of foundation or Trade Licence Certificate (with a natural person)** – the original or a certified copy,
- in case of a business premises whose address is different from the address of a legal person, **also any valid proof of the address of the business premises**, unless it is stated in the copy of an entry from the Commercial Register (e.g. a tenancy agreement or a copy of an entry from Land Registry if a legal person is the owner of the area in which he has the business premises, or a statement of an authorized representative of a legal person of establishment of a workplace at the address of a permanent residence of the employee),
- in case the natural person does not have the business premises written in Trade Licence Certificate he also proves the address of the business premises by an abstract of business premises issued by the trade division of an appropriate authority
- **TC of the vehicle stating a business entity as the owner of the vehicle** (operator, if the vehicle is bought on leasing)
- In case that there is not a natural person – a businessman (Reg. ID Number) as the owner stated in the natural person's TC, but just a natural person (Reg. Birth Number), then it must be verifiably proved that the vehicle is operated for the business purpose under special regulations (e.g. by a certificate of registration and a certificate of an annual road tax payment).

In case that the authorized representative of a legal person or a natural person – businessman can not come personally to ask for the issuance of PC, it can authorize another person who submits all mentioned documents, the authorization of the authorized representative of the legal person and proves the identity by the CD card. .

Documents in special cases

A certain group of people is subject to a special set of rules (e.g. notaries, attorneys-at-law, medical doctors, unincorporated associations, foundations, court executor who makes enforcement of the judgement of the court, patent agents, experts and interpreters, auditors, tax advisers, authorized architects and engineers (Masters of Science)), and their applications are except for below mentioned cases rare.

Unless the instructions are not stated below it is necessary either to study the particular act which regulates their activity or in case of uncertainty to ask for the documents and refer the application for decision to the town council (authorized persons of ZS).

- a natural person - notary: A Certificate of the notary's appointment and the seat, issued by the Chamber of Notaries + the notary's stamp or another document with the notary's address,
- a natural person – attorney-at-law: A Certificate of entering of the attorney's name in the Bar list issued by the Czech Bar Chamber and a certificate of the seat of the law office issued by the Czech Bar Chamber, as well,
- a natural person – medical doctor: A Certificate of establishment of a health centre issued and stated the address of the establishment,
- legal persons or natural persons (e.g. workmen) temporarily operating on an order in the area: (the order, advance invoice, a contract for work done, etc.),
- an artist with the studio in the area: a clear proof that the person is a businessman (e.g. a certificate of sales of the own art works).

3. Parking cards for frequent users – discounted – e.g. for town service organizations and nursing... care

Parking cards – frequent users – discounted can only be issued for Registration Number (RN) of a company/ organization vehicle

For issuance of PC it is necessary to submit these documents:

- a deed of foundation, possibly the Articles of Association from which clearly arises a beneficiary non-profit character of the organization
- original of TC (in the case that the vehicle is bought on leasing then you submit the leasing contract, a copy of TC and the original of RC/CTC .

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- when the application for issuance of a discounted PC is repeated it is also needed to submit a mileage book, which proves the character of using the company
- in case that there is not a natural person – a businessman (Reg. ID Number) as the owner stated in the natural person's TC, but just a natural person (Reg. Birth Number), then it must be verifiably proved that the vehicle is operated for the business purpose under special regulations (e.g. by a certificate of registration and a certificate of an annual road tax payment).

PC can be issued *for no more than the period of one year with a limited validity: Mo – Fri from 07.00 – 18.00 h, and with stated of maximal time of parking with using a parking meter. In special reasonable cases a one-time PC can be issued repeatedly after approval given by the head of the traffic division or his deputy.*

4. Exchange of PC or issuance a substitute PC (only with resident or frequent user cards for RN of the vehicle)

Exchange of PC:

For the exchange of a parking card it is required to pay a handling charge of 100 CZK, that is considered, as well as the amount for parking, the income of the municipality.

Proper reasons for exchange of PC:

- a) a theft (possibly loss) of RC – the applicant submits TC stating allotment of a new RC, ID card and PC
- b) a theft of a vehicle together with PC – the applicant submits a report of the theft issued by the Police of the Czech Republic, TC of a new vehicle and ID card,
- c) exchange of a vehicle – the applicant submits TC of a new vehicle and ID card and the original PC. If the applicant does not return the original PC (e.g. for the reason of its damage), he must submit documents of putting the original vehicle out of the register or a sales contract of the original vehicle and:
 - submit TC of the vehicle, where the change of owner and allotment of a new Registration Number (RN).
- d) a change of the permanent residence address corresponding with moving of the holder to another part of ZS – the applicant submits ID card and PC,
- e) exchange of a vehicle if a new vehicle has not been allotted an RN yet, and for the period of allotment of RN (issuance of TC) – the applicant submits a document of purchase of the vehicle (e.g. an invoice), ID card, PC of the original vehicle and a transport registration number.

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Issuance of a substitute PC:

For issuance of a substitute PC it is required to pay a handling charge of 100 CZK, that is considered, as well as the amount for parking, the income of the municipality.

Proper reasons for exchange of a substitute PC:

a) a loss of PC – the applicant submits a written application with explanation of circumstances of the loss of PC, the affirmation of a true statement about this event and ID card.

This application must be approved by the head of the traffic division or his deputy.

b) a theft of PC – the applicant submits a written application with explanation of circumstances of the theft of PC, the affirmation of a true statement about this event and ID card. In case the applicant submits a report of the theft from a properly locked vehicle issued by the Police of the Czech Republic, he does not have to submit a written application with explanation of circumstances of the theft of PC and the affirmation of a true statement about this event.

c) a damage of PC – the applicant submits ID card and a damaged PC.

In case of a loss (theft) of a transport PC a substitute PC is not issued.

5. A short- term exchange parking card

A proper reason for issuing a short-term exchange PC and documents submitted for its issuance:

A repair of the vehicle for which a valid PC was issued and for which, because of its putting out of operation, it is now being used a substitute vehicle. A short-term exchange PC is issued after the following conditions are fulfilled:

The PC holder at the same time submits the acceptance report from the service with determination of the expected time of the repair and a certificate of renting a substitute vehicle (made by any legal or natural person) and at the same time he puts a present valid PC into a deposit. That card will be given back against returning the short-term PC. For issuance of a short-term PC it is required to pay a handling charge of 100 CZK, that is considered, as well as the amount for parking, the income of the municipality. After returning a short-term PC the authority gives the parking card back from the deposit

It is only possible to issue a temporary substitute PC before the date of expiry of validity of the original PC, for no more than the period of one month. In special reasonable cases a temporary short-time PC can be issued repeatedly after approval given by the head of the traffic division or his deputy.

6. A one-time parking card for vehicles of entities carrying out service or repair activities, building reconstructure or maintenance works in ZS.

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A proper reason for issuing a short-term PC and documents submitted for its issuance:

Proving of the order (activity) of the entities in ZS.

For servis or repair activities, building, reconstructure or maintenance works etc., the PC is issued for maximally 1 day when proving justifiability of the issuance of a one-time PC

- 1) the order must be within ZS,**
- 2) the vehicle must be operated for the business purpose under special regulations,**
- 3) a determined price for standing of the road vehicle must be paid (see the Price List).**

For issuance of PC it is necessary to submit as follows:

- ***a copy of an entry from the Commercial Register or a deed of foundation or Trade Licence Certificate (with a natural person)*** – the original or a certified copy,
- ***TC of the vehicle stating a business entity as the owner of the vehicle*** (operator, if the vehicle is bought on leasing)
- In case that there is not a natural person – a businessman (Reg. ID Number) as the owner stated in the natural person's TC, but just a natural person (Reg. Birth Number), then it must be verifiably proved that the vehicle is operated for the business purpose under special regulations (e.g. by a certificate of registration and a certificate of an annual road tax payment).

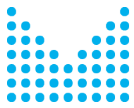
A one-time PC can be issued for no more than the period of one month with a limited validity: Mo – Fri from 07.00 – 18.00 h. In special reasonable cases a one-time PC can be issued repeatedly after approval given by the head of the traffic division or his deputy.

The provision of payment of the determined price of PC is underlied by a resolution of The Board of the Chartered Town of Karlovy Vary, to approve the Price List of parking cards.

Common conditions:

- 1. When the vehicle is standing, the PC must be displayed with its front side visible behind the windscreen of the vehicle in the way that all details stated on the PC are legible from outside the vehicle.**
- 2. The validity of PC expires three days after the expiry date stated on the front side of the PC.**
- 3. In case of repeated issuance of PC a new PC is issued maximally 14 days before the expiry date of the original PC.**
- 4. A PC is untransferable and its holder is required to announce immediatelly its loss or theft.**
- 5. Making duplicates or copies is forbidden.**
- 6. In all types of PC it is possible to state maximally three registered numbers of vehicles, on condition of proving a legal relation to the vehicle arising from the below stated criteria.**

Appendix No 1

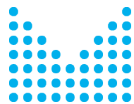


1 A sample of a parking card for residents

PARKING CARD	reg.no.
R	for the zone
RN of the vehicle:	A stamp print
Expiry date:	
issued by:
date	signature

2. A sample of a parking card for frequent users

PARKING CARD	reg.no.
A	for a zone
RN of a vehicle:	A stamp print
Expiry date:	



3. A sample of a discounted parking card for frequent users

PARKING CARD	reg.no.
AZ	for a zone
RN of a vehicle :	
Expiry date:Mo – Fri from 7.00 a.m. to 06.00 p.m.	
A stamp print	
issued by:
date	signature

4. A sample of a short-time parking card

PARKING CARD	reg.no.
K	for a zone
RN of a vehicle:	
Expiry date:Mo – Fri from 7.00 a.m. do 06.00 p.m.	
A stamp print	

5. A sample of a one-time parking card

PARKING CARD	reg.no.
J for a zone	
RN of a vehicle :	
Expiry date:	A stamp print
issued by:
date	signature